



# NASA Policy Directive

**NPD 1385.2G**

Effective Date: November 24, 1999

Expiration Date: November 24, 2009

**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

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## **Subject: Public Appearances of NASA Astronauts and Other NASA Personnel (Revalidated 11/24/04)**

**Responsible Office: Public Outreach Division**

### **1. Policy**

- a. It is NASA policy to encourage the acceptance of public speaking engagements by NASA astronauts and other NASA personnel to ensure the widest dissemination of information about NASA and its programs. For the purpose of this NPD, other NASA personnel includes scientists, managers, and other knowledgeable NASA officials.
- b. All public speaking engagements must meet the following criteria prior to acceptance of the invitation. The speaking engagement must:
- (1) be in the best interest of NASA and the Government;
  - (2) be accommodated without major interference to the primary NASA duties of the intended speaker;
  - (3) have no adverse impact on program activities;
  - (4) not exploit NASA or the intended speaker for fundraising;
  - (5) not violate 5 CFR Part 2635, Standards of Ethical Conduct for Employees of the Executive Branch, or constraints on lobbying or political activities by Federal employees; and
  - (6) not unlawfully segregate or unequally treat participants because of race, color, religion, national origin, sex, limited physical ability, or sexual orientation.
- c. Travel expenses incidental to approved official public appearances may be accepted pursuant to NPD 9710.1, Delegation of Authority -- To Authorize or Approve Temporary Duty Travel on Official Business and Related Matters, and in accordance with the provisions of the NASA Financial Management Manual, FMM 9740-20.
- d. Pursuant to 18 U.S.C. Section 209, NASA astronauts and other NASA personnel are prohibited from accepting additional compensation for making official public appearances.

### **2. Applicability**

This NPD applies to NASA Headquarters and NASA Centers, including Component Facilities.

### **3. Authority**

42 U.S.C. 2473(a)(3) and 2473(c)(1), Sections 203(a)(3) and 203(c)(1) of the National Aeronautics and Space Act of 1958, as amended.

### **4. References**

- a. NPR 1385.1, Public Appearances of NASA Astronauts and Other NASA Personnel.
- b. NPD 1080.x, NASA Generate Knowledge (GK) Process for Programs and Projects
- c. NPD 1090.x, NASA Communicate Knowledge Process Policy for Programs and Projects.
- d. NPD 9710.1, Delegation of Authority--to Authorize or Approve Temporary Duty Travel on Official Business and Related Matters.

- e. FMM 9740-20
- f. 18 U.S.C. 209
- g. 31 U.S.C. 1353
- h. 5 CFR Part 2635
- i. 41 CFR Chapters 301 and 304

## 5. Responsibility

a. The Assistant Administrator for Public Affairs or designee, is responsible for issuing and managing this directive.

(1) The Astronaut Appearances Coordinator (Astronaut Program) and the Speakers Bureau Coordinator, Public Outreach Division, Office of Public Affairs, NASA Headquarters, will coordinate with their respective NASA Center Coordinators to develop Agencywide plans for effective communication. This plan will be provided to the Director, Public Outreach Division, NASA Headquarters, for approval.

(2) Additionally, the Public Outreach Division will publish monthly statistical data provided by NASA Center Coordinators. This data will be analyzed and used to improve the programs.

b. Astronaut Appearances Program. The Astronaut Office, NASA Johnson Space Center (JSC), is responsible for scheduling all domestic and postflight astronaut appearances, except appearances involving the White House or other U.S. Executive Branch departments or agencies, the U.S. Congress, the Diplomatic Corps (which encompasses embassies or foreign missions and all foreign countries), and educational, press, or community organizations in the metropolitan Washington, DC, area. The Astronaut Office, JSC, is also responsible for providing monthly statistical data and other related information to the Astronaut Appearances Coordinator, Public Outreach Division, NASA Headquarters.

c. Speakers Bureau Program. Each NASA Center Public Affairs Office will designate a Speakers Coordinator, who is responsible for assessing and fulfilling or denying, as appropriate, requests for NASA speakers. The Center Coordinators are also responsible for reporting monthly statistical data and other related information to the Speakers Bureau Coordinator, NASA Headquarters.

d. Officials-in-Charge of Headquarters Offices and Center Directors are responsible for obtaining prior acceptance or declination of invitations.

## 6. Delegation of Authority

None.

## 7. Measurements

a. Customer feedback will be obtained to measure the performance and suitability of the speakers.

b. Monthly reports from the NASA Center Coordinators will be consolidated into an Agencywide report which will be analyzed to determine the effectiveness of the programs. Metrics contained in the monthly reports will include, but will not be limited to the following:

- (1) requests received,
- (2) requests fulfilled,
- (3) event locations,
- (4) audience size.

c. Periodic assessments will be conducted by the Director, Public Outreach Division, Office of Public Affairs, NASA Headquarters, to determine if additional data collection is required. If so, new requirements will be discussed with the Public Affairs Office at each NASA Center and will be mutually agreed upon prior to implementation.

## 8. Cancellation

a. NPD 1385.2F, dated November 24, 1999.

## Revalidated

November 24, 2004, original signed by

**/s/ Daniel S. Goldin**  
**Administrator**

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**Attachment A: (Text)**

None.

**(URL for Graphic)**

None.

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